

**Triratna Buddhist Community in Bristol
(also known as Bristol Buddhist Centre)**

**Accounts and Trustees Annual Report
for the year ended
31 December 2015**

Charity registration number - 900165

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TRIRATNA BUDDHIST COMMUNITY IN BRISTOL

Annual Report 2015

Structure Governance and Management

Governing Document

The Triratna Buddhist Community in Bristol (Bristol Buddhist Centre) was registered with the Charity Commission (No. 900165) on 30 November 1989 under the Charities Act 1960, as a charity whose purpose is the advancement of the Buddhist religion. The Charity is governed by its constitution and is organisationally and financially independent from other groups with the same object.

Appointment of Trustees

The Board of Trustees is appointed at the Annual General Meeting of the Charity. Trustees serve for one year, when they become eligible for re-election. Trustees are fit and proper persons, and members of the Triratna Buddhist Order. They are appointed according to our constitution and appended "policy for Trustee council membership"

Risk Management

The Charity Commission recommends that charities should carry out a risk review to satisfy themselves that all significant risks have been identified and that appropriate management plans are in place. During 2015, the Trustees reviewed and revised the existing risk management plan, taking into account any newly identified risks, and areas where risk is now deemed to be reduced or negligible.

Organisational structure

Trustees meetings are held 6 times a year. The day to day running of the centre is delegated to a team consisting of both salaried and volunteer staff, overseen by the Chair.

Objectives and Activities

The primary object of the Centre is the advancement of the Buddhist religion, in particular by:

- Encouraging members and others to live in accordance with the teachings of the Buddha
- Supporting ordained members of the Triratna Buddhist Community and other duly ordained Buddhists at the discretion of the Council of the Association
- Maintaining close communication with and working under the guidance of the Triratna Buddhist order and in co-operation with other groups with the same objects, and
- Using applications of the Buddha's teaching to promote the health and well-being of all

To achieve these objects, the Charity operates a Centre in Bristol at which a range of classes and courses are provided to introduce members of the public to Buddhism and to help anyone who wishes to deepen their practice of Buddhism to do so. Additionally, the Centre works with schools to inform children about Buddhism.

Achievements and Performance

During 2015, the trustees believe that the Charity managed to achieve the objects set out above to a satisfactory level.

For newcomers:

102 Introductory Meditation drop-in classes, and three taster days.

3 Buddhism & Meditation courses; these are new courses for 2015, providing a systematic introduction to Buddhism for a total of 153 attendees.
1 residential weekend retreat.

For regulars there have been weekly Sangha (friends) drop-in nights attracting 15-40 attendees per week, plus twice weekly sangha meditations, a weekly "Sangha Works!" volunteer morning. Further opportunities to go deeper in Buddhist practice with Bristol Buddhist Centre included monthly full moon pujas and going deeper in meditation classes, celebrations of the main Buddhist festivals, men's days, and numerous other events.

We hired venues for two residential weekend retreats.

For mitras (stated Buddhists practising in Triratna) there were regular Dharma training groups, mornings for women training for ordination, a non-residential "rainy season" week's retreat and a meditation weekend. The Centre also hosted 5 events of a day or longer for members of the Triratna Buddhist Order.

Close communication with the Triratna Buddhist Order is maintained through the Chair and Mitra Convenors attending biannual meetings with their counterparts from throughout Europe, as well as participating in Triratna-wide events. In 2015 we took part in a Triratna International urban retreat. We also took part in Buddhist Action Month, along with Triratna international, and other groups with the same objects.

16 people became Mitras in 2015 and one mitra was ordained. 26 people have indicated they're interested in joining the Order.

Financial Review

Reserves Policy – The Trustees have requested that a sum equivalent to 3 months normal expenditure should be held in reserve. Currently a sum in excess of this is being held, in anticipation of some refurbishment work to be carried out at the centre in due course. Planning permission has been obtained for building an extension, for which detailed costings are in process.

Principal funding source – The Charity is self-funding, and in 2015 introduced a dana (voluntary giving) system, ie no charge is made for classes and events, enabling anyone to benefit from the Buddha's teachings, regardless of means. The Charity has promoted to members the opportunity to support the centre through the use of standing orders and direct debits. This provides the centre with clearer cash flow projection, which in turn enables a more structured programme of development. The centre also offers facilities to other groups for a fee, and rents rooms to complementary therapists.

Investment Policy – The Trustees have considered the most appropriate policy for investing funds and have a deposit account with Triodos Bank, which has strong ethical principles which accord with Buddhist philosophy. Investing with Triodos will allow the Charity a modest amount of capital growth and also enable the charity to withdraw funds at short notice, if necessary, with little or no loss of interest.

Future Plans

Underpinning the objects of the Charity is the aspiration to increase the Buddhist community of which we are a part. To this end the Chair has actively promoted a number of initiatives to develop a true Dharma centre, with activities designed to focus on this overarching objective. This approach has continued throughout 2015 and has been supported and endorsed by the trustees

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in [England & Wales/Northern Ireland] requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 and (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by the Board of Trustees on

2016

and signed on its behalf by

Chair

Jvalamalini Bloom

Independent Examiner's report to the trustees of Triratna Buddhist Community in Bristol

I report on the accounts of the charity for the year ended 31st December 2015 which are set out on pages 8 to 13

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name : Dick Maule F.C.A.
Address : 3, Penlee View Terrace, Penzance, TR18 4HZ
Also at: 10-12 Picton Street, Bristol BS6 5QA

Date:

Triratna Buddhist Community in Bristol

Statement of Financial Activities for the year ended 31st. December 2015

	2015	2014
	£	£
Income		
Donations	37,698	19,815
<i>Investment income</i>		
Interest	342	349
Incoming resources from charitable activities		
Retreats	6,924	1,497
Classes and courses	19,246	38,220
Rent	24,855	33,336
Other income	487	3,867
Shop income	<u>5,858</u>	<u>11,799</u>
Total	<u>95,410</u>	<u>108,883</u>
Expenditure		
Charitable activities	<u>92,365</u>	<u>102,267</u>
Total	92,365	102,267
Net income/ (expenditure)	3,045	6,616
Loss on revaluation of fixed assets	<u>(84)</u>	<u>-</u>
Net movement in funds	2,961	6,616
Total funds brought forward	<u>372,542</u>	<u>365,926</u>
Total funds carried forward	<u><u>375,503</u></u>	<u><u>372,542</u></u>

Triratna Buddhist Community in Bristol

Balance sheet as at 31st. December 2015

		2015		2014
	Notes	£	£	£
Tangible assets	(2)		303,816	<u>295,592</u>
Current assets				
Debtors		6,217		328
Cash on hand		42		127
Cash at bank		<u>65,903</u>		<u>76,495</u>
		72,162		76,950
Current liabilities				
Creditors: amounts falling due within 12 months	(3)	<u>(475)</u>		<u>-</u>
Net Current assets			<u>71,687</u>	<u>76,950</u>
Net assets			<u>375,503</u>	<u>372,542</u>
Unrestricted funds				
General funds			<u>375,503</u>	<u>372,542</u>

The financial statements were approved and authorised for issue by the trustees on dated:-

and signed on their behalf by:

On behalf of the Trustees

Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2015

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year except for SORP compliance changes.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities:

Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, as updated by Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2015

(1) Principal Accounting Policies

(e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset as follows:

Freehold Land and Buildings	0%
Artefacts	5% reducing balance
Library	20% reducing balance
Fixtures, fittings and equipment	20% straight line
Office equipment	33% reducing balance

(2) Tangible Assets

	Building £	Office Equipment £	Artefacts £	Library £	Fixturs & fittings £	Total £
Cost:						
balance brought fwd	270,000	3,009	18,507	441	6,776	298,733
additions in the year	-	430	-	-	11,513	11,943
	<u>270,000</u>	<u>3,439</u>	<u>18,507</u>	<u>441</u>	<u>18,289</u>	<u>310,676</u>
Depreciation						
balance restated	-	1,835	925	87	313	3,160
charge for the year	-	621	879	71	2,129	3,700
	<u>-</u>	<u>2,456</u>	<u>1,804</u>	<u>158</u>	<u>2,442</u>	<u>6,860</u>
Net book value at 31/12/2015	<u>270,000</u>	<u>983</u>	<u>16,703</u>	<u>283</u>	<u>15,847</u>	<u>303,816</u>
Net book value at 31/12/2014	<u>270,000</u>	<u>2,123</u>	<u>17,584</u>	<u>355</u>	<u>5,538</u>	<u>295,592</u>

(3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2015 £	2014 £
Sundry creditors	<u>475</u>	<u>-</u>

(4) Debtors and prepayments

Sundry debtors	<u>6,217</u>	<u>328</u>
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Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2015

(5) Resources expended

	Charitable activities £	Total 2014 £
Shop cost of sales	1,705	3,798
Fundraising costs	505	305
IT	580	279
Insurance	1,829	1,971
Cleaning and caretaking	1,544	1,127
Shrine expenses	443	438
Library	-	10
Catering	1,410	765
Repairs and renewals	1,636	3,660
Health and safety	751	869
Publicity	393	714
Stationery and postage	207	1,281
Waste disposal and recycling	1,107	1,042
Printing and photocopy	839	338
Travel	24	235
Donations to Central Triratna	3,000	2,599
School work	66	1,504
Website	55	12
Teachers fees	4,627	3,355
Telephone	1,098	1,198
Heat light and water	3,753	3,645
Non capitalised equipment	328	-
Council Tax	1,056	1,033
Retreat accommodation	5,112	5,054
Salaries and wages	46,999	53,327
Retreat allowance	3,639	5,072
Trustees expenses	280	-
Sangha development	792	924
Mitra Convenor expenses	697	1,000
Other donations	364	400
Miscellaneous expenses	2,267	1,713
Bank charges	22	50
Accountancy	1,062	1,407
Independent examiner's fees	475	-
Depreciation	3,700	3,142
	<u>92,365</u>	<u>102,267</u>

Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2015

(7) Employee information and transactions with trustees

	2015	2014
	£	£
Salaries and wages	45,989	52,267
Social security costs	<u>1,010</u>	<u>1,060</u>
	<u>46,999</u>	<u>53,327</u>
Retreats	<u>3,639</u>	<u>5,072</u>

Staff costs represent living allowances paid to those involved in the running of the Charity, tax and national insurance due thereon, and the cost of retreats to enable them to develop their Buddhist practice. Although deemed to be taxable by HMRC, the purpose of the living allowances is to enable those concerned - all of whom are practising Buddhists - to continue with their Buddhist practice at the same time as helping the Charity.

The number in receipt of allowances in the Charity was 8 at the beginning of 2015 and 6 at the end of 2015. (8 in 2014). All staff were based at Bristol Buddhist Centre and apart from the finance manager cannot be easily categorised. All received less than £14,000 p.a.

During the year, one member of the Charity's Council, the Chair (who is a trustee for charity law purposes) was reimbursed expenses totaling £ 280 for costs incurred with respect to travel and accommodation.

The Charity's Rules allow for support - such as the living allowances mentioned above - to be given to members of Council who are members of the Triratna Buddhist Community and during the year the Chair received such allowances totaling £5,000 (2014 - £5,000) in pursuit of its objects. The Charity paid for retreats for two Council members during the year totaling £794.